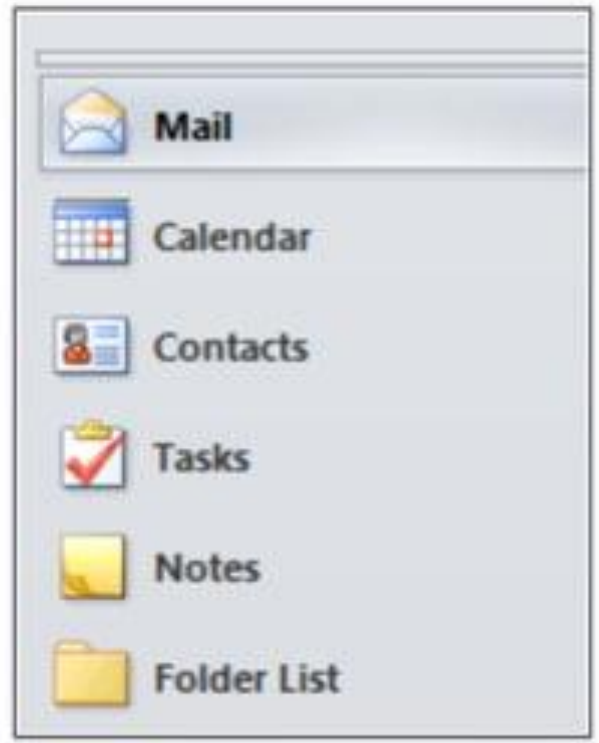
Introduction To Outlook

What is Microsoft Outlook ?

- Microsoft Outlook is the preferred email client used to access your email account.
- It also includes contact, calendaring and task management functionality.
- Companies can also integrate Outlook with Microsoft's SharePoint platform to share documents, project notes, collaborate with colleagues, send reminders, schedule meetings, assign tasks to employees.
- It is a free platform in Microsoft office.

Features:-

- ❑ Mail
- ❑ Calendars
- ❑ Contacts
- ❑ Tasks
- ❑ Notes



Navigation panel

Folders:-

- **Inbox** generally stores received emails
- You can categorise your received emails in different folder to access them easily.
- **Drafts** store your incomplete emails.
- **Junk E-mail** stores useless mails and mails by blocked users.
- **Trash** stores deleted mails.
- **Sent mail** stores mails sent by us to others.
- Recover deleted mails till 30 days from **Trash Folder**
- **Junk Mails :-**

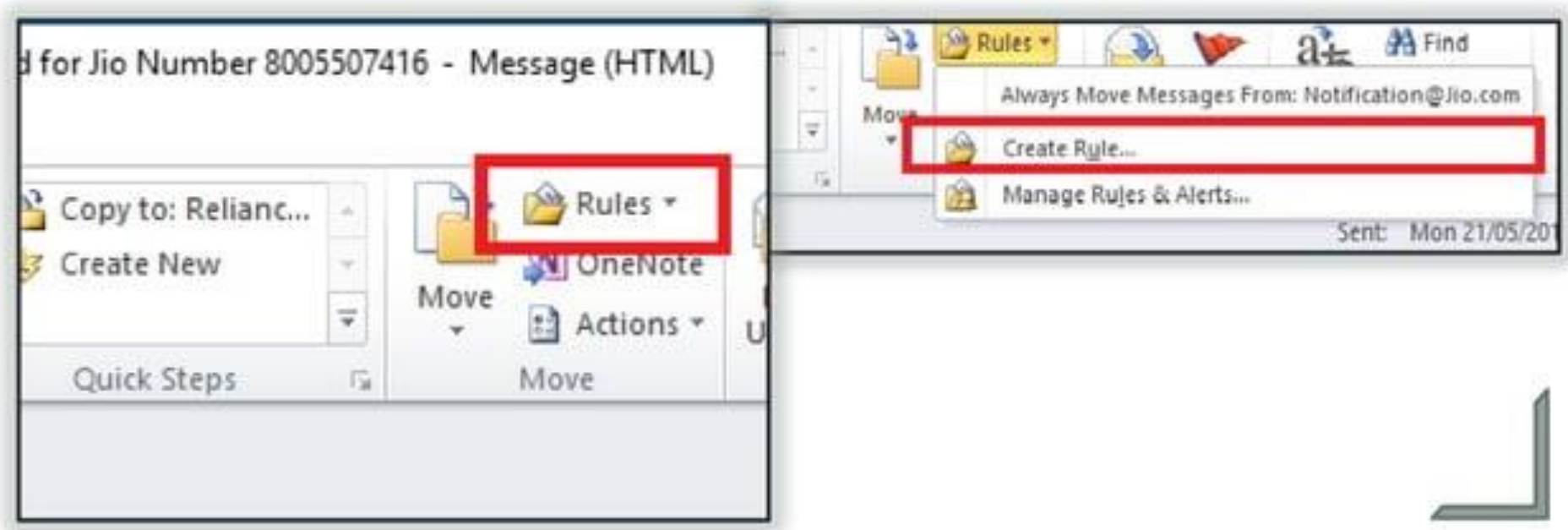
Folder List

Rules:-

- You can create rules based on sender, recipient or conversation topic of this message to move specific mail to the specific folder.

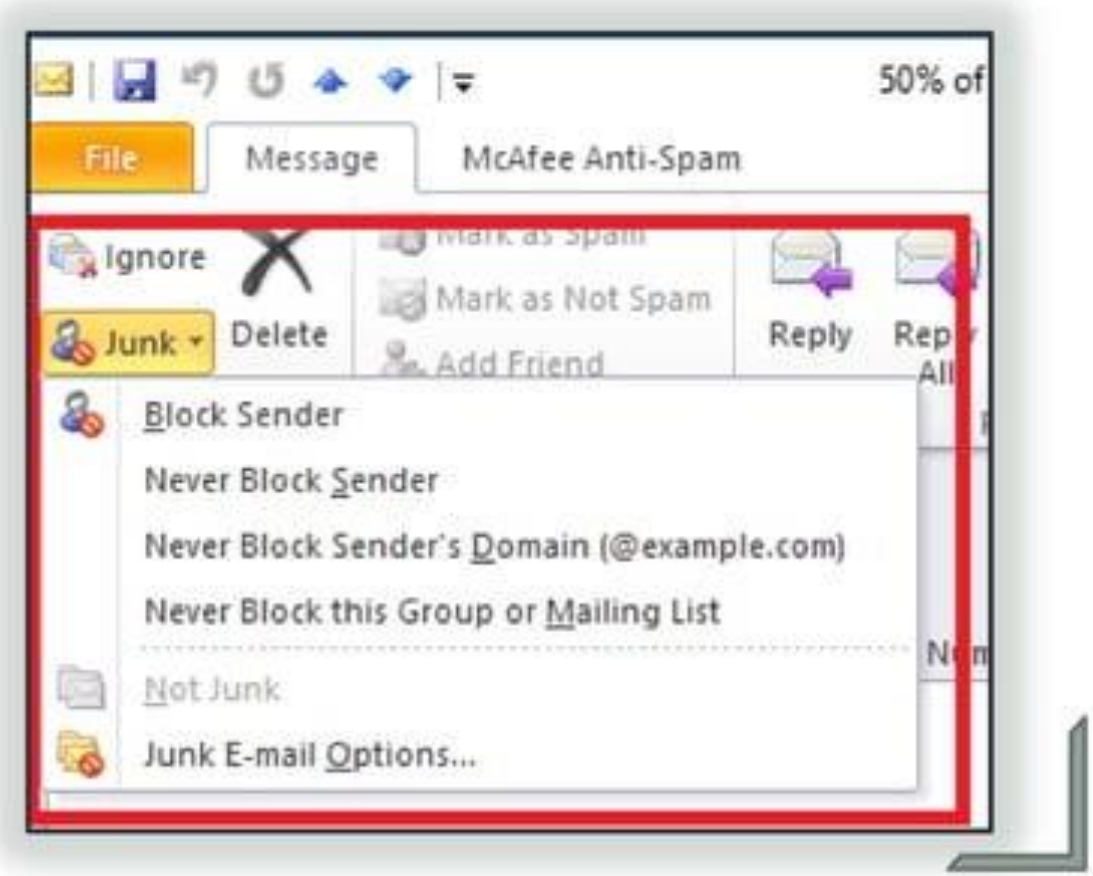
Steps:-

Double Tap on received mail > Rules > Create a rule > Select Condition and create rule.



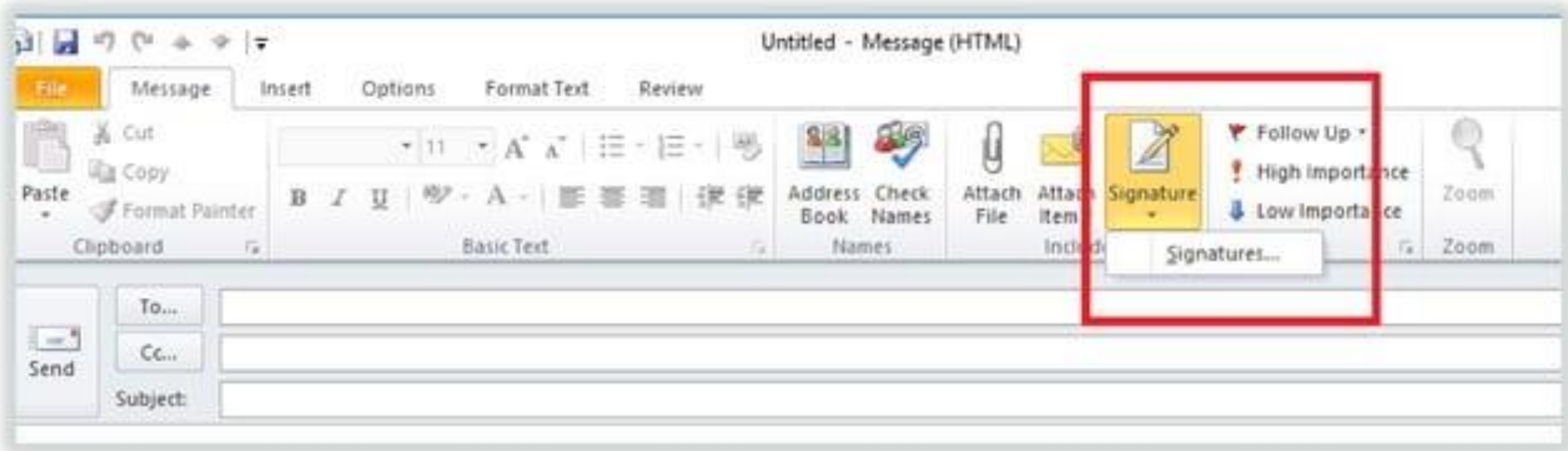
Junk :-

- Mark the selected items as Junk or prevent items sent by particular sender, or by sender's domain.



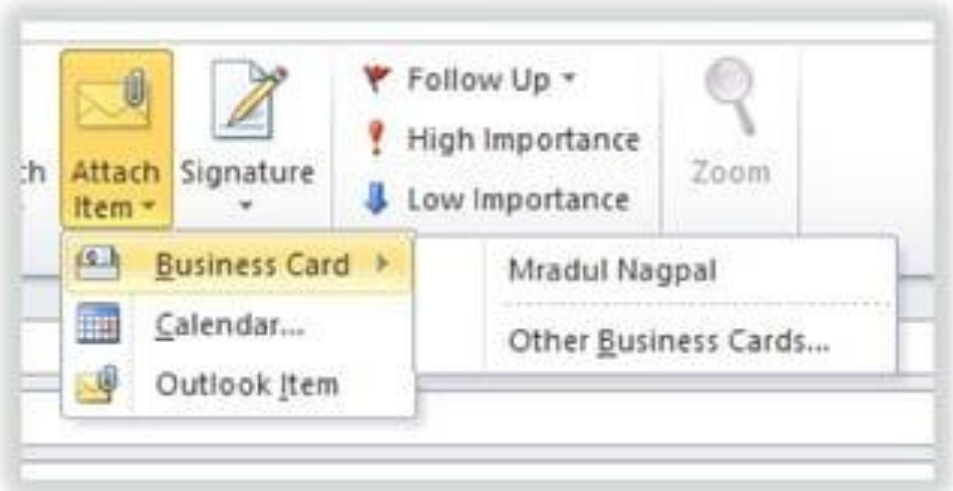
Adding a Signature to your E-mails :-

- Compose new mail > Signatures > New



Attach items to your Email :-

- Business Cards.
- Calendars.
- Documents and Images.

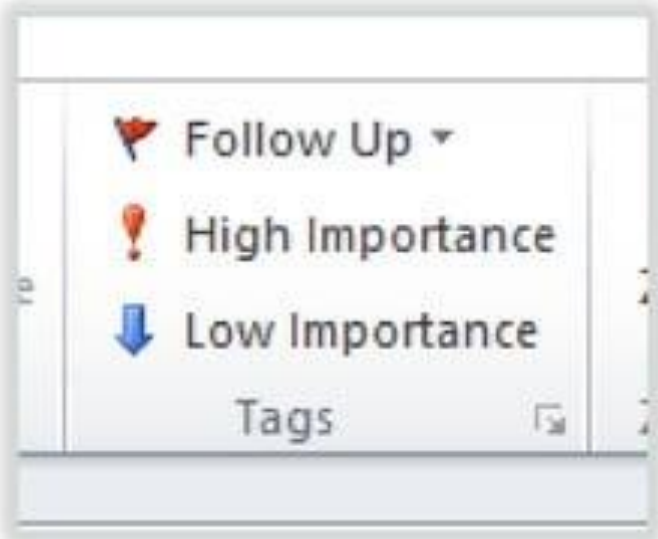


Example:- Business Card

Calendar

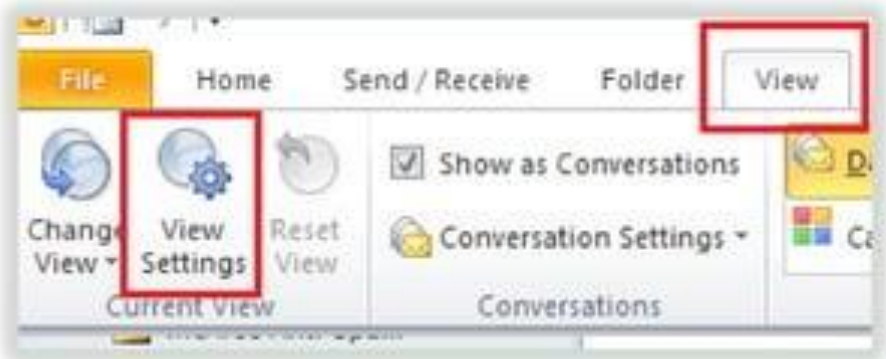
Mark Flags and Importance to your Composed and received mails :-

- Flag is set to remind you and recipient to follow up on specific mail, appointment, task or meeting later.
- You can set High and Low Priority to sent and received mails.



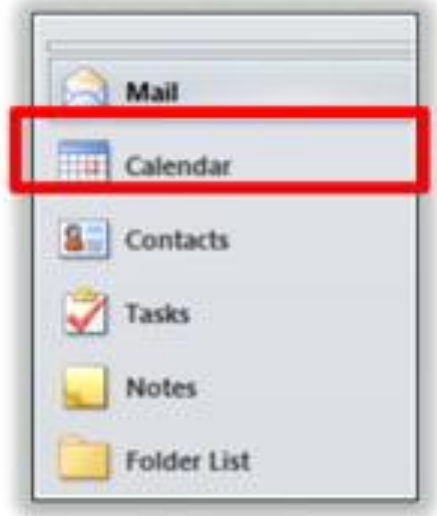
Colour categorise Received and sent mails :-

- We can categorise emails by specified sender with different colours.
- View > View Settings > Conditional formatting > Add > Condition > Colour > Ok



Calendar :-

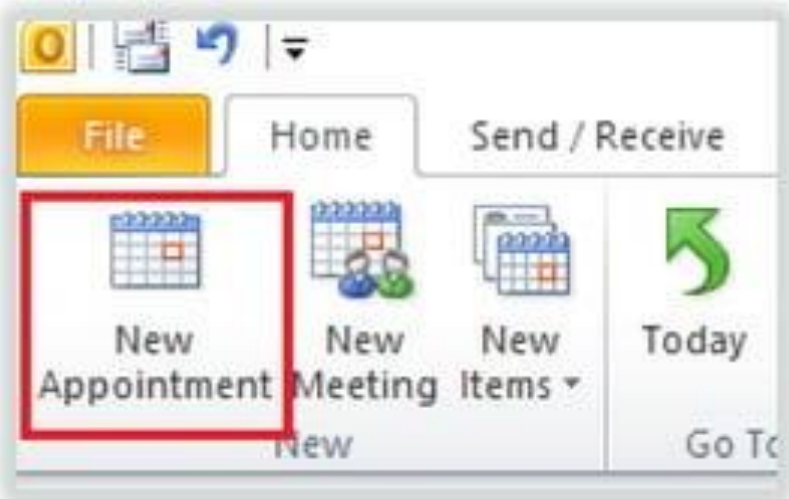
- Outlook Calendar is scheduling component of Outlook which is fully integrated with email, contacts, meetings and other features.
- By using calendar we can create appointments, events, organize meetings, view group schedules and much more.
- We can also send calendar and Our schedules to others through emails.

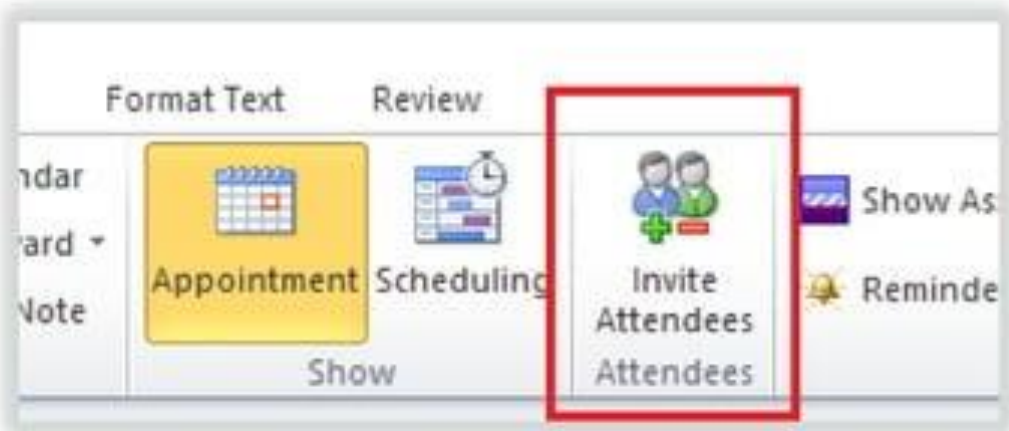


Create Appointments and invite Attendees :-

1. Calendars > Home > New Appointment.
2. Enter the Details like Subject, Location, duration.
3. Invite Attendees

Note :- We can also schedule the appointment, also mark it's priority . And copy it to our calendar in our schedules.

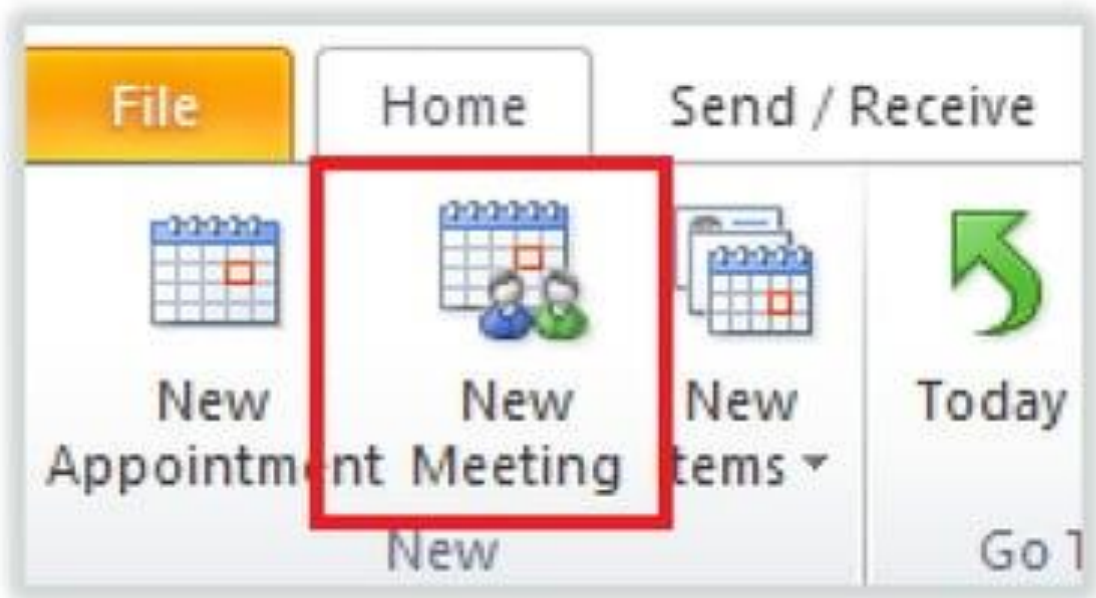




Create Meetings and invite Attendees :-

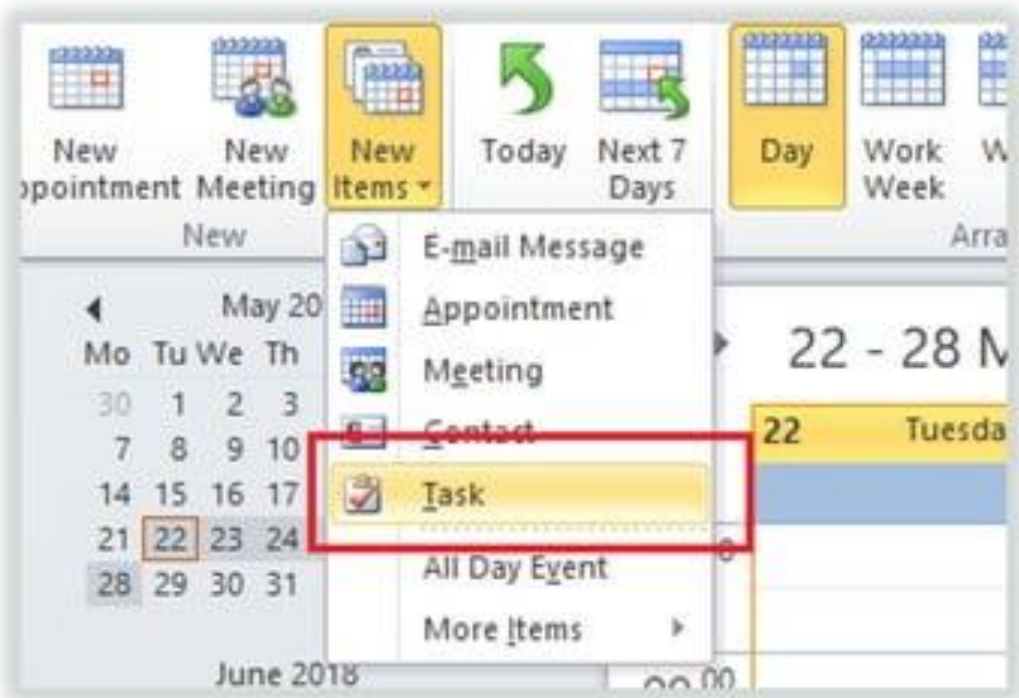
1. Calendars > Home > New Meeting.
2. Enter the Details like Subject, Location, duration.
3. Invite Attendees

Note :- We can also schedule the meetings, also mark it's priority . And copy it to our calendar in our schedules.



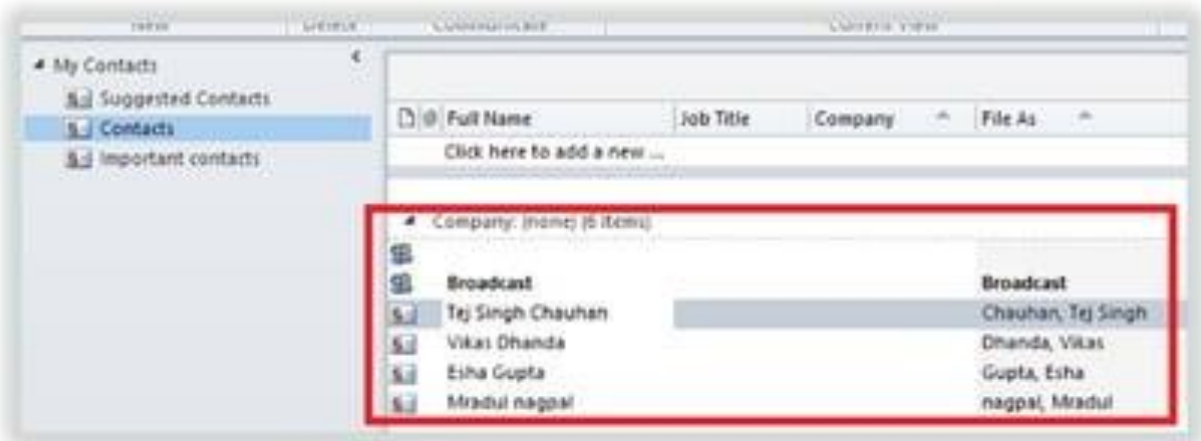
Schedule Tasks :-

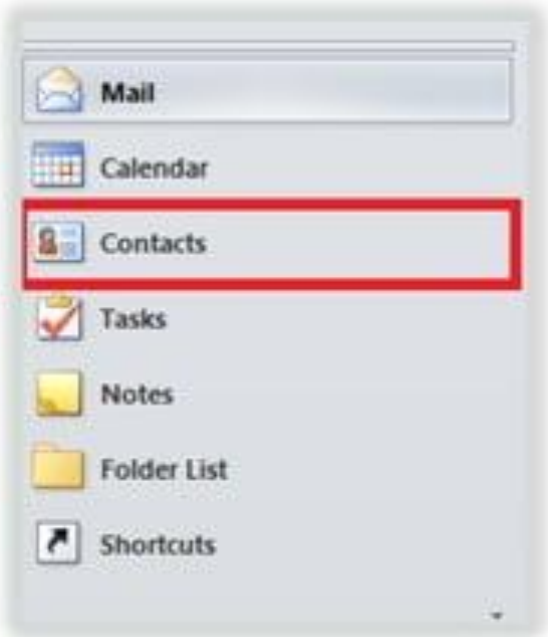
- Calendar > Home > New Items > Tasks
- Fill the details like subject, duration, importance, importance etc.
- We can also assign a task to particular person or a group.



Contacts :-

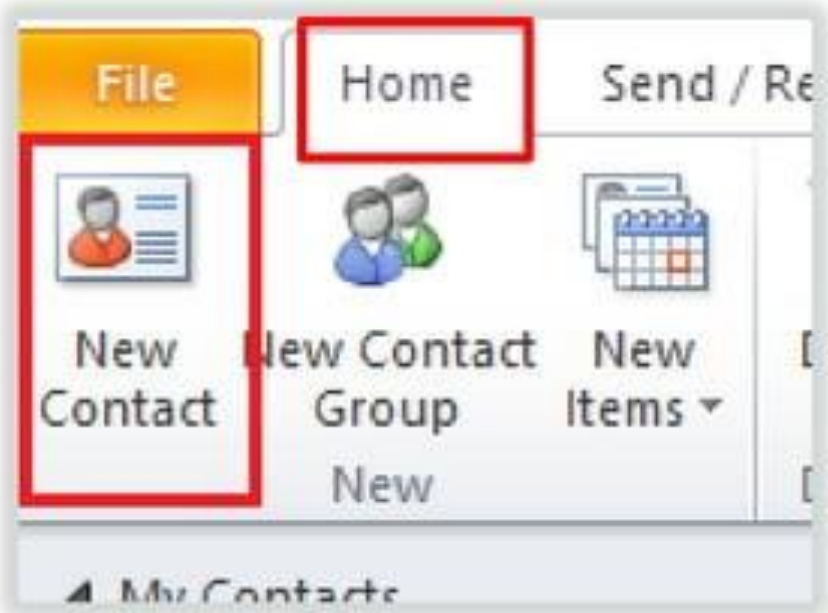
- We can create contacts, contact groups and address books.
- Also, we can create address book which contain several contacts with their details like Job details, Job Title, contact numbers, , photograph, business cards and many more.
- We can categorise contacts in different categories.
- We can schedule meetings, appointments, tasks with the saved contacts and group of contacts.





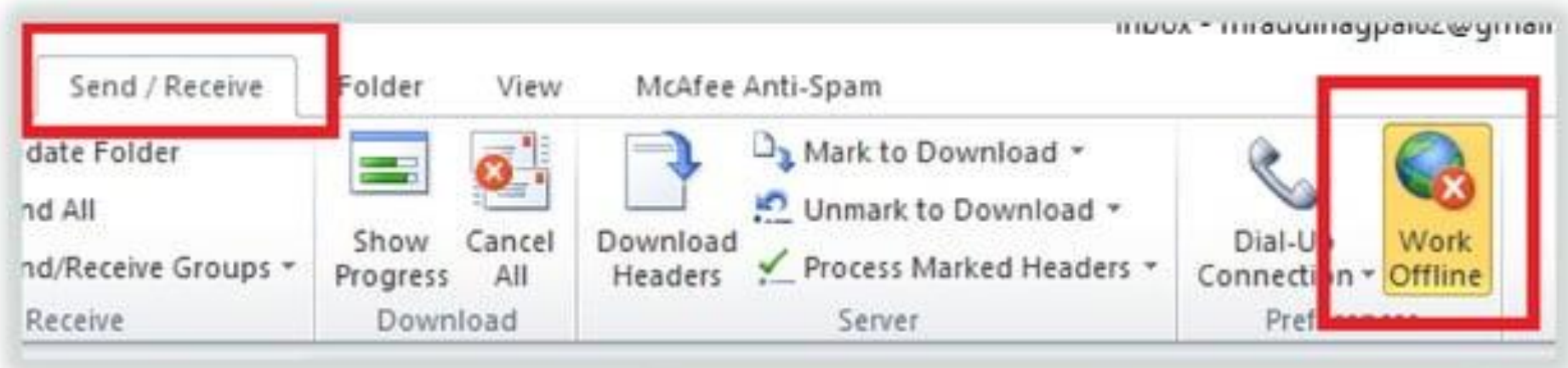
Create New Contacts :-

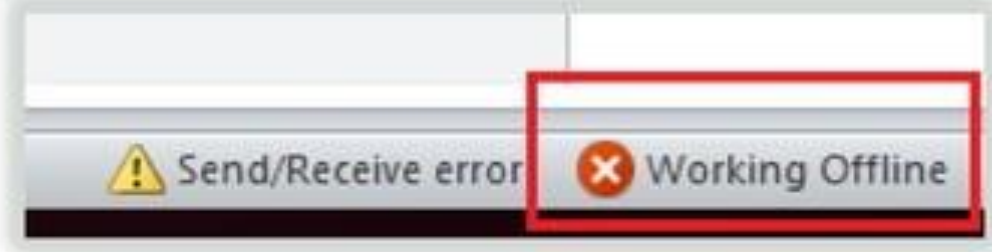
- Contacts(Navigation Panel) > Home > New Contact
- Contacts help us to send the same mail to several contacts together in one go.



Work Offline in Microsoft Outlook :-

- Send/Receive > Work Offline



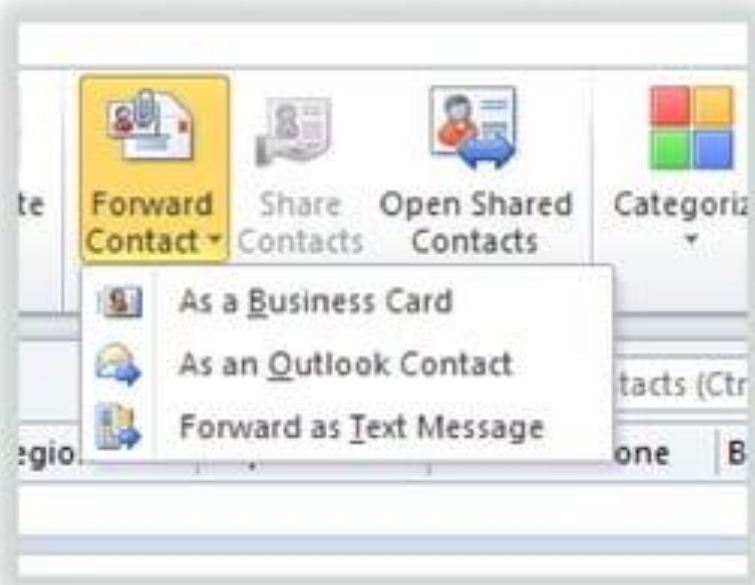


Status Bar

Forward Contact to Someone :-

- As Business Card
- As Text Message
- As Outlook Contact

Contact > Home > Forward Contact



Task :-

- Create a Task :-

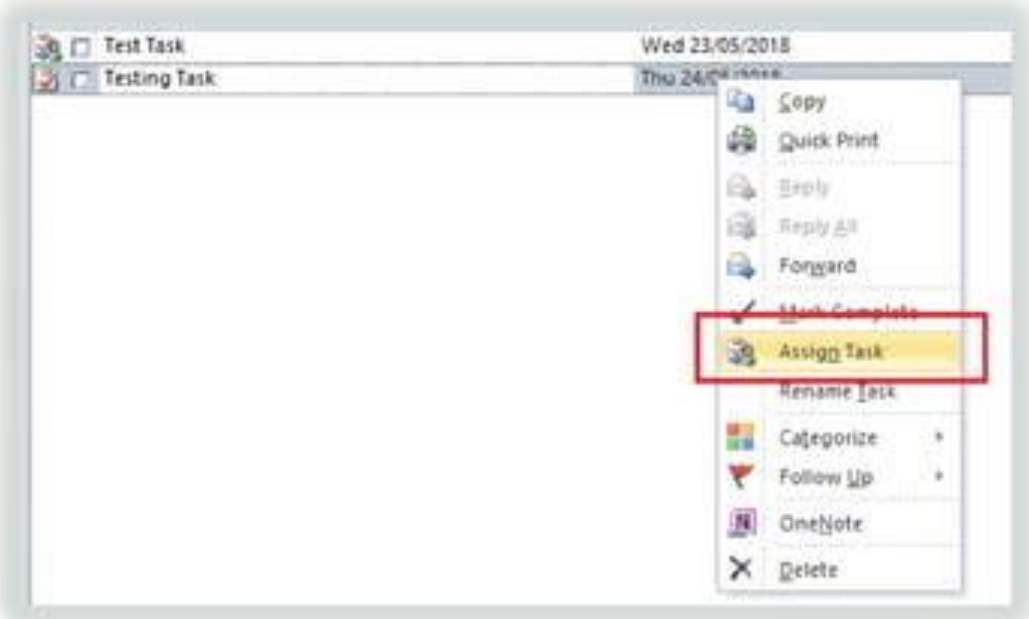
Task(navigation Panel) > New Task > Fill the Details.

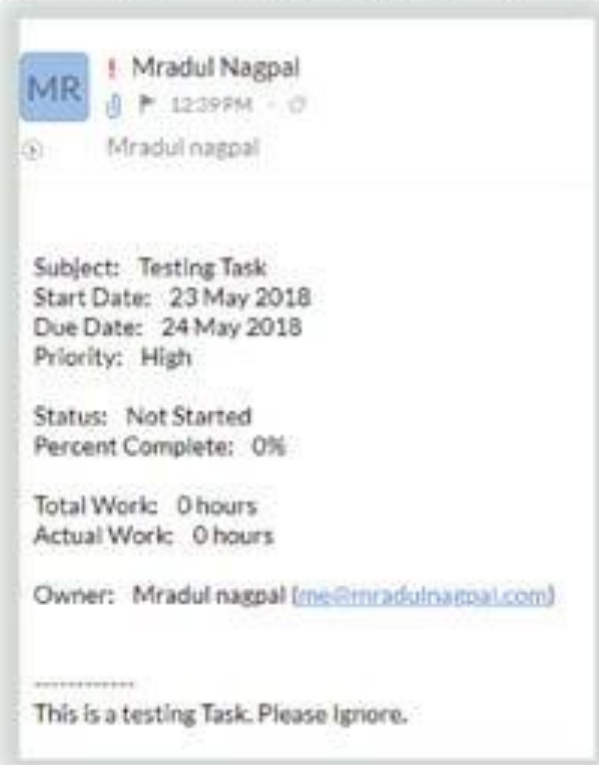
Assign a Task :-

- Using Task, we can assign a task to others through E-mails.

- Steps To Assign a Task

Task > Right Click on a Created Task > Assign a task > Write the Email ID > Send

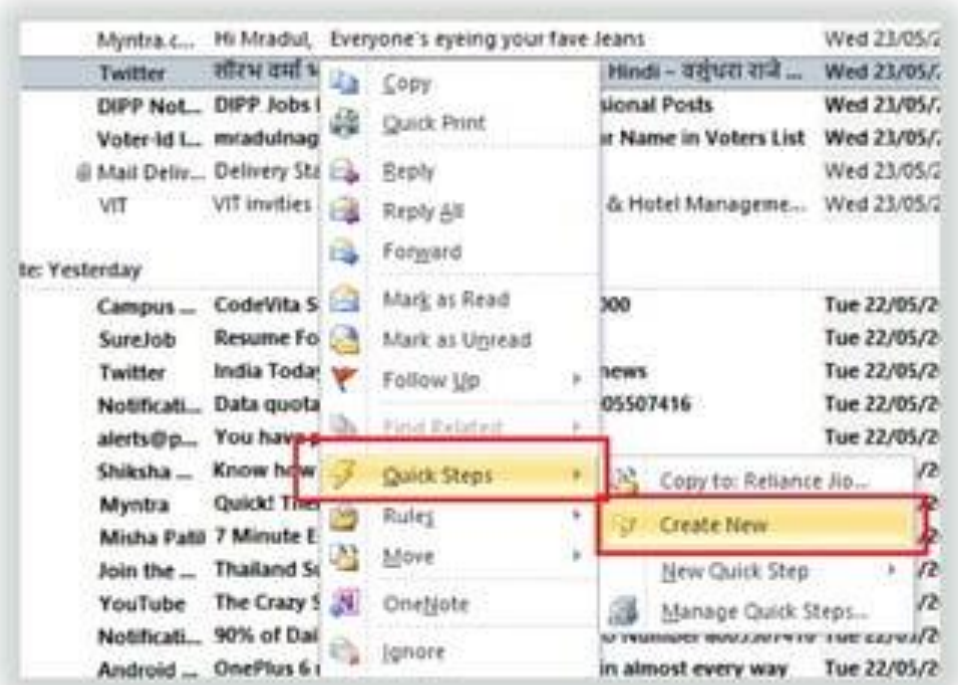


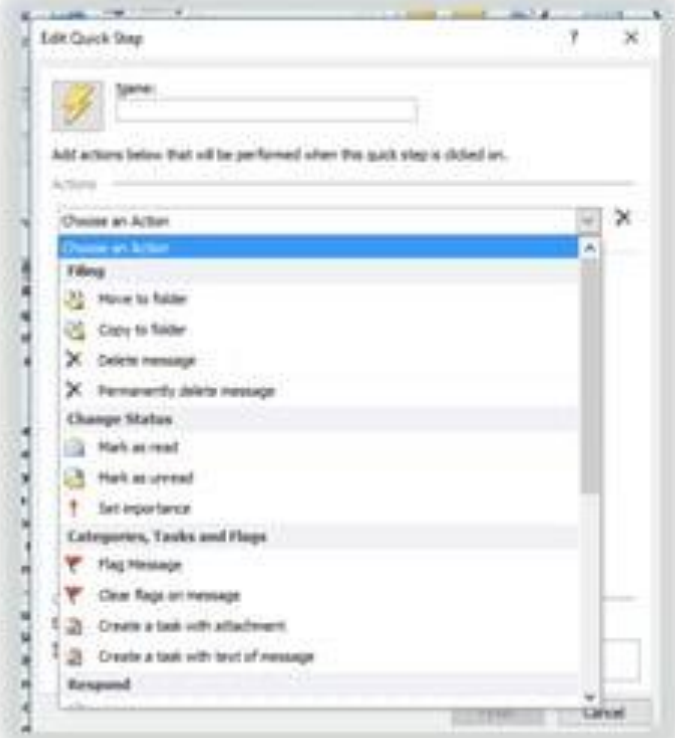


Quick Steps :-

- It is the feature in Outlook that applies multiple actions at the same time to email messages. It helps us to quickly manage our mailbox.

- Right Click on specific mail > Quick Step > Create New > Choose action





Create Notes :-

- Outlook notes is a feature which can record the information, or thoughts going through your head while you're doing your work. A Note is the only type of item you can create in Outlook that doesn't use a normal dialog box with menus and toolbars.
- Notes(Navigation Bar) > New Note

Translate your Mails from one language to another. :-

- Using this feature we can translate our mails from one language to another.
- Double tap on message > Translate

Shortcuts used in Outlook

Shortcuts	Function
Ctrl+N	Create a new mail.
Ctrl+Enter	Send the email you're composing.
Alt+S	Send the e-mail.
Ctrl+M	Send and receive all mail.
Ctrl+Q	Mark selected e-mail as read.
Ctrl+U	Mark selected e-mail as unread.
Ctrl+R	Reply to an e-mail.
Ctrl+F	Forward an e-mail.
Ctrl+Y	Go to folder.
Ctrl+Shift+A	Create an appointment.
Ctrl+Shift+I	Open the Inbox.
Ctrl+Shift+O	Open the Outbox.
Ctrl+Shift+K	Create a new task.

THANK YOU